WOMEN'S DORMITORY HANDBOOK

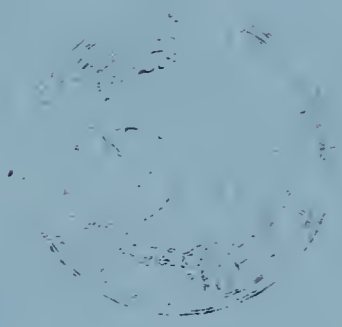
Published by

WOMEN'S DORMITORY BOARD

STATE COLLEGE

FITCHBURG, MASSACHUSETTS

Revised 1967



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DORMITORY GOVERNMENT

1967-1968

Women's Dormitory Judicial Board

Dean of Women
Presidents of Women's Dormitories
3 Representatives - one from each dormitory

Dormitories

President

Vice-President

Secretary

Treasurer

SIGNING OUT

A. Students must sign out for all absences which will keep them out after 8:00 P.M. Exact destination, time of departure and return, and full name of companion must be given.

B. Students spending weekends at home or elsewhere with permission must register in the weekend book just before leaving the dormitory and sign in immediately upon their return.

C. Girls returning from home on Sunday must be in the dormitory by 11:00 P.M.

D. Girls returning from home on a Monday morning must indicate that fact and the expected time of return in the weekend book.

E. If, for an unavoidable reason, a student is unable to return by the due-in time, she must call the sponsor or a member of the dormitory council who will in turn report to the sponsor. The student must appear before the dormitory council withinn 24 hrs. after her return.

F. Students must sign out if they are leaving Fitchburg for the day, even if they plan to return before 8 P.M. This rule is applicable on weekends as well as during the week.

CLOSING HOURS

A. Monday through Thursday the closing hour for upper classmen is 10:30 P.M.; for Freshmen, it is 8:00 P.M. until after mid semester warnings are issued, and then the closing hour will be 10:30 P.M.

B. The hours for Freshmen are 12:30 A.M. on Friday and Saturday nights.

C. The hours for Sophomores and Juniors are 1:30 A.M. on Friday and Saturday nights.

D. The hours for Seniors are 2:00 A.M. on Friday and Saturday nights.

E. The hour for all dormitory girls is 11:00 P.M. on Sunday.

F. When the vacation periods begin at noon, the house officially closes at 4:00 P.M. When the vacation period begins at any other time, the house officially closes at 7:00 P.M. Students may not remain in the dormitory during any vacation.

G. The closing time for the night of a holiday is the same as Sunday, 11:00 P.M.

H. The closing time for the night preceeding a holiday is 12:30 A.M. for Freshmen, 1:30 A.M. for Sophomores and Juniors and 2:00 A.M. for Seniors.

SPECIAL PERMISSIONS

A. 11:30 P.M. and 12 midnight permissions may be granted by a dormitory council member:

1. Seniors:
   4 midnight permissions a month

2. Juniors:
   3 midnight permissions a month

3. Sophomores:
   2 midnight permissions a month

4. Freshmen:
   2 11:30 P.M. permissions a month

B. Very late permissions, up to 1:30 A.M. for Freshmen and 2:00 A.M. for Sophomores and Juniors, may be granted by the Dean of Women, twenty-four hours in advance. (Council President will make request on proper forms)

C. All girls must have parents send a letter to the Dean of Women for permission to spend a week night any place other than in the dorm. This letter must be received by the Dean one week in advance.

D. College functions on Campus Monday through Thursday nights will not require

a "late". A girl may take a "late" with the permission of the Dormitory Council. Functions not requiring "lates":

1. Religious Club meetings.
2. Glee Club functions.
3. College Band performances.
4. Dramatic Club productions.
5. W.A.A. Banquet.
6. Sadie Hawkins Dance.
7. Thanksgiving and Christmas Banquets.
8. S.G.A. cultural programs.
9. Nurses' Club meetings.
10. Special Education Club meetings.
11. S.T.E.A.M. meetings.
12. French Cub meetings.
13. Ski Club meetings.
14. Forum Club meetings.
15. Home basketball games.

E. Any girl going to these activities and not taking a "late" is required to return to the dormitory immediately after the meeting is over.

QUIET HOURS

A. Quiet must prevail on weekdays from 8:00 P.M. until 7:00 A.M.; on Friday nights from 12:00 P.M. to 7:30 A.M.; on Saturday nights from 12:00 P.M. to 10:00 A.M. and on Sunday nights from 11:00 P.M. to 7:00 A.M.

B. Typing after 8 P.M. must be done in specified places.

ACADEMIC REGULATIONS

A. Any student maintaining a 3.2 average or above (dean's list) may be granted more than her allotment of Special Permissions at the discretion of the Council.

B. Any student on academic probation for the semester shall forfeit her special privileges.

REGULATIONS

A. A student is not allowed to leave the dormitory between her specific closing time and 6:00 A.M. without permission.

B. Permission to work in the evenings must be obtained from the Dean of Women.

C. Male friends may be entertained in the dormitory first floor lounges Sunday

through Thursday until 8:00 P.M. and on weekends until 11:30 P.M.

D. Male friends can be entertained in the New Dorm after 10:00 A.M. on weekdays and after 12:00 noon on Saturday and Sunday.

E. Male friends can be entertained in Miller and Palmer Halls after 12:00 noon on weekdays and after 12 noon on Saturday and Sunday.

F. Female visitors are allowed above the first floor as long as the girl in the dormitory whom she is visiting has signed a sheet to be found on the main desk.

TELEPHONES

A. Students must use the pay stations for making and receiving calls. Calls must not exceed ten (10) minutes.

B. Any girl answering the phone assumes the responsibility for seeing that the girl being called receives the call or receives a message about it.

DISCIPLINE

Any infringement of the rules rates half or more warnings to be decided by the Coun-

cil. Upon receiving an accumulation of three warnings, a girl will be called before the Council for a hearing. All warnings are **cumulative** for the school year.

A. If a girl takes more than her allotment of special permissions or if she accumulates more than 15 late minutes, she automatically comes before the Council for a hearing.

B. If a girl stays out late without permission or changes the time of return granted by a Council member or uses a Council member's name without permission, she will come before the Council.

C. If a girl is not in the dormitory between closing hours and 6 A.M., she will be reported to the Dean of Women.

D. Any offense which endangers life or property or the reputation of the College will be reported to the Dean of Women.

WARNINGS

An accumulation of 15 late minutes per semester	Council hearing

Unnecessary noise	½
Calling out window	½
Not signing out or in	1
Wearing bermudas in Administration Building	1
Going on porch roof	1
Unmade bed after 10:00 A.M. on weekdays and 12 noon on weekends	½
Extreme untidiness of room	½
More than allotted lates (plus forfeit of one late)	1
Not complying with fire drill regulations	1

OTHER SPECIAL REGULATIONS

A. All shades must be drawn when lights are on.

B. Slacks or shorts are not to be worn to classes or in the Administration Building.

1. Slacks may be worn when required for a class or when participating in sports.

2. They may be worn to the Commuter's cafeteria, to Rocky's and to the Spa.
3. Slacks may be worn in the dining room on Friday nights, Saturdays, Sunday nights and holidays only (no shorts in the dining room).
4. Slacks may be worn to athletic functions on campus and to the class picnic.

C. Girls are to be fully clothed on first and basement floors of the dormitory. After closing time, girls may wear housecoats on first floor.

D. Girls in the New Dorm may not be on the first or second floors after midnight, except by special permission of the Sponsor.

E. Girls in the New Dorm must sign in and out of the kitchen.

F. Property of the dormitory, such as record players, records, playing cards, and magazines, must not be taken above first floor without special permission from the Dormitory Council or the Sponsor.

G. All girls are required to pay a House Fund within the first week of each semester.

H. The appearance of public rooms is the responsibility of all students living in the dormitories. Freshmen may be appointed in rotation to help with this responsibility.

ILLNESS

A. All cases of illness are to be reported promptly to the Resident Nurse. Students are at liberty to consult a physician of their own choice at any time, but the Nurse must be notified.

B. Students must obtain permission from the Resident Nurse or the Dormitory Sponsor for trays to be delivered to rooms. Trays must be requested at least one hour before the meal. This does not apply to breakfast. Trays are not to be requested unless the girl is unable to go to the dining room.

C. Students who are ill enough to be in the infirmary may select one freind to run errands, otherwise, she may have no visitors. She herself may not leave the infirmary until she is discharged by the Nurse.

D. After two day's illness in the college infirmary, parents of the patient will be notified and recommendation made

that convalescence be continued at home. When a student goes home following illness, she must be cleared through the Nurse and the Sponsor who will notify the Dean of Women.

E. At the end of a vacation at home, if the student is in doubt as to her good health, she should telephone the Nurse or the Sponsor and delay her return until she is fit for college classes.

F. When the student's illness at home has delayed her return to college, a Doctor's certificate (or in light cases a parent's note) as to the student's fitness must be presented to the Nurse for admission to the dormitory (before attending classes).

G. When a girl, for reasons of ill health misses a class, the Nurse must be notified at the time of the indisposition; otherwise, the Nurse will not write an excuse for the absence.

H. Any girl too ill to attend classes will be confined to the dormitory both day and evening except for meals.

FIRE DRILLS

A. The siren is the fire signal. Fire drills

will be held in the dormitory at least once a month.

B. The dormitory President and the Sponsor shall have charge of all fire drills.

C. The dormitory Council shall act as fire drill officers.

1. The President shall ring the siren and prevent confusion on the first floor.

2. Fire Marshalls shall check the rooms.

a. Shall make sure all occupants have left.

b. Shall report any room which is left contrary to rules.

c. Shall report any girl who is clothed contrary to rules.

D. Fire drill regulations:

1. Upon the sound of the siren. each dorm resident shall rise immediately, put on her coat and shoes, close the windows, turn the lights on, raise the shades and, leaving her doors open shall pass quickly and quietly from her suite to her assigned stairs and first floor exit. Before leaving the suite she must check her suite mates.
2. Absolute silence must prevail throughout the entire drill.

3. In case of fire, all residents must proceed immediately out of doors and group in front of the dorm for the roll call.

CARE OF THE ROOMS

A. All decorations must be suspended from the picture molding. Pins, tacks, nails are not to be used on the molding or on the walls.

B. Students are held responsible for any damage done to property belonging to the State.

C. Cooking in the rooms or the use of electrical appliances that will add to the electrical load of the house or constitute a fire hazard will not be allowed.

D. No electrical wiring by students is permitted. No extension wires may lie on the floor across doorways or where they may be short circuited.

E. Cleaning fluids and other combustible liquids are not to be kept anywhere in the dormitory.

F. No food is to be stored on the window sills or fire escapes.

G. Students are expected to put out their lights, turn off radios and record players before leaving their rooms.

H. No student is to go into attics or storerooms without permission of the Sponsor or resident Nurse.

I. Radiators must be kept open all the way or closed all the way.

J. Furniture is to be left as found in the dormitory. If it is unsatisfactory, report the fact to the Sponsor.

K. All rooms and bathrooms are to be kept clean and neat at all times. This includes cleaning, picking up private belongings, emptying waste baskets, closing windows, shutting off faucets and putting out lights.

L. All fire doors are to be kept clear, never blocked by furniture or personal possessions.

M. Beds must be made by 10:00 A.M. during the week and by noon on Saturday, Sunday, and Holidays.

SMOKING

A. Smoking is allowed in the basements and

on the first floor. It is prohibited on all other floors and in all student's suites except in the New Dorm where girls may smoke in the lounges on each floor.

CARE OF THE LAUNDRY

A. The laundry must be kept neat at all times.

1. If water or soap is spilled, clean it up.

2. Cigarette butts must not be thrown on the floor.

3. If newspapers are placed on the floor, they must be cleared up when the girl has finished ironing.

4. Irons must never be left turned on when the girl leaves the room.

5. An iron, when heating or temporarily laid down must be placed either on a stand or on its end, never on its side or flat.

6. Girls must not bring personal irons back to their rooms until they are cold.

7. Girls may not leave clothing in machines.

8. Lint bags must be emptied after each use of the dryer.

ENTERTAINMENT

A. Co-Chairmen of the Social Committee will be elected by the Dormitory Councils in joint session at the first fall meeting. One will be elected from each dormitory.

B. Each class elects two girls to serve on the Social Committee, one from each dormitory.

C. The Social Committee plans and runs the various parties for the year.

DORMITORY GOVERNMENT

The Board of Directors composed of:

Chairman

7 Directors

Each Dormitory Council is composed of: President, Vice-President, Secretary, and Treasurer.

Other members of the Council include class representatives, one from each dorm.

All candidates are subject to the approval of the Dean of Women. The officers are nominated and elected by the Council before the second week of April each year. The class representatives are nominated by the Council and elected by the respective class one month after college opens.

HOUSE MEETINGS

House meetings are compulsory for everyone. They may be called at any time by the dormitory President, Sponsor, or Dean of Women. A twenty-four hour notice will be given for a house meeting except in emergencies.

DUTIES OF DORMITORY COUNCIL

A. Dormitory President:

1. Shall attend Board of Directors meetings.
2. Shall call and conduct all Council meetings.
3. Shall act as Dormitory Representative on any necessary occasion.
4. Shall conduct the house meetings.
5. Shall bring all dormitory problems before the Council for discussion.

6. Shall check on the Treasurer's report to see that it is complete at all times.
7. Shall inform the secretary in advance of all Council meetings in order that she may inform other members of said meeting.
8. Shall hold and conduct a house meeting at the beginning of each year and go over all rules and regulations of the dormitories.
9. Shall conduct the spring election of the dormitory council.
10. Shall conduct the fall election for Freshmen Council members.
11. Shall call a fire drill once a month and notify the boiler room and sponsor of the particular dormitory.
12. Shall act as advisor to the other officers.
13. Shall arrange with the Dean of Women for permissions (proms, dances, scheduled affairs) all special lates, and post the time.

B. Vice-President:

Shall assume all duties of the President in the absence of the President.

C. Treasurer:

1. Shall pay all dormitory bills.

2. Shall keep accurate record of income and expenses.
3. Shall make a report at each house meeting, if called upon to do so.
4. Shall collect House Fund monthly.
5. Shall balance books and give them to the Dean of Women in May.

D. Secretary:

1. Shall take attendance and keep the minutes of all meetings.
2. Shall keep an accurate record of all misdemeanors and punishments and shall in writing notify the Sponsor or the Dean of Women of all punishments.
3. Shall post all notices and lists on the bulletin board.
4. Shall post a list of the girls who will be in charge of cleaning the public rooms.
5. Shall make out duplicate warning slips, one to be given to the girl receiving the warning and one to be kept on file.
6. Shall read the minutes of the preceding meeting at each meeting of the dormitories.
7. Shall set the rotation of duty for the Council officers and post the list.

8. Shall turn Secretarial books to Dean of Women in May.

E. General Duties of Council Members:

1. Shall enforce rules and take care of rule infringements that are within the jurisdiction of the Council.
2. Shall take one week of duty in rotation order.
3. Shall ring the warning and last bells each night.
4. Shall lock the front door at closing time, check sign-out sheet and overnight book.
5. Shall record in the file all special permissions and all tardiness and notify the sponsor if any girl is more than 15 minutes late.
6. Shall inspect the laundry and smoking rooms at closing time.
7. Shall revise the handbook whenever necessary.
8. Shall plan and carry out a consistent room inspection.

GUESTS

Guests of dormitory students may be allowed overnight in the dormitory by making arrangements 48 hours in advance with the Dean of Women's Office so that the housekeeping staff may be notified to have bedding ready. The student must obtain written permission from a girl going home that her bed may be used. There will be a charge of $1.00 per night per person with linen furnished. This fee will be paid to the Business Office.

At no time shall the number of dormitory students plus the number of guests, exceed the figure set by the fire marshall for capacity of a specific dormitory.

Upon purchase of luncheon tickets at 75¢ and tickets for the evening meal at 90¢, guests may eat in the college dining hall.

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